

INFORMATION ABOUT JURY SERVICE

QUALIFICATION FORM: You must complete the enclosed Juror Qualification Form and return it to the Jury Assembly Room within ten (10) days. If you do not return this form within ten (10) days, you may be summoned to report to this office at your own expense to complete this form. **YOU WILL RECEIVE A FOLLOW-UP LETTER 2-3 WEEKS AHEAD OF YOUR SCHEDULED REPORTING DATE IF YOU ARE QUALIFIED FOR JURY DUTY. IF YOU DO NOT RECEIVE A LETTER, AND DID NOT ASK TO BE EXCUSED, PLEASE CALL TWO WEEKS BEFORE YOUR REPORTING DATE.**

POSTPONEMENT/EXCUSED PROCEDURE: The only grounds to be excused from jury duty are extreme hardship and serious medical situations. Work inconvenience is not an adequate reason to be excused from jury duty. If you wish to be excused from jury duty, or have your jury service postponed, please complete the enclosed form and return it within ten (10) days. You must include a letter from your doctor if you are requesting to be excused for medical reasons. If you do not receive further notice, your request to be excused has been granted.


LENGTH OF SERVICE: Jurors in Davidson County are on call for one (1) week. You may be asked to report each day during this period. If you are selected to serve on a case lasting longer than one week, you will be required to do so. You will be notified by mail before your first day of service.

PAY: You will be paid \$10.00 per day for each day you report as a prospective juror. This payment is intended to cover your expenses and will be sent to your home address. It usually takes approximately three (3) weeks to receive your check. If you are employed on a regular basis, and your place of work has more than five (5) employees, your employer is required to pay your salary while you serve on jury duty. Your employer may withhold your jury pay from your regular wages. You must notify your employer that you have been summoned as a prospective juror. When you report for jury duty, you may ask for a certificate of attendance if your employer requires one.

PARKING: You will receive a juror parking permit along with your qualification letter. This permit allows you to park in the Juror Parking Lot at Metro Center. Please keep your permit visible in the front windshield of your car while you are at the Courthouse on jury duty. You will receive a map with your follow-up letter.

PRIOR JURY SERVICE: If you have served on jury duty in the Chancery, Circuit, or Criminal Courts within the last three (3) years, you may be excused from jury duty. Please specify this at the bottom of your form.

QUESTIONS: If you have a question, please log on to <http://juryduty.nashville.gov> for more information. You may also email the jury staff at jurycoordinator@jis.nashville.org or call 862-5294 between 8:00 a.m. and 4:00 p.m. Tuesday through Friday.

 If you need assistance, or an accommodation made, please call the above number.

DETACH BOTTOM HALF AND MAIL WITHIN 10 DAYS

SEAL WITH TAPE

JURY COORDINATOR
METRO COURTHOUSE
JURY ASSEMBLY ROOM
1 PUBLIC SQ
P.O. BOX 196355
NASHVILLE TN 37219-6355

PLACE
STAMP
HERE



<div>TURN OVER FOR FURTHER INSTRUCTIONS</div> <div>Your Juror Number:</div> <div>Your Group Number:</div> <div>Reporting Date and Time:</div> <div>You are hereby notified that you have been selected for jury service in the Trial Courts of Davidson County, State of Tennessee.</div>	<div>PLEASE BRING THIS UPPER SECTION WITH YOU WHEN YOU REPORT FOR JURY DUTY</div> <div>TRIAL COURTS</div> <div>JUROR</div>
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FOLD--

JURY COORDINATOR
METRO COURTHOUSE
JURY ASSEMBLY ROOM
1 PUBLIC SQ
P.O. BOX 196355
NASHVILLE TN 37219-6355

JURY SUMMONS

FOLD

FOLD

JUROR QUALIFICATION FORM

DETACH THIS HALF AND RETURN BY MAIL WITHIN 10 DAYS

ANSWER EACH QUESTION BELOW UNDER PENALTY OF PERJURY.

1. Are you a citizen of the United States?

☐ Yes ☐ No
2. Are you currently a resident of Davidson County?

☐ Yes ☐ No
3. Are you 18 years of age or older?

☐ Yes ☐ No
4. Do you read, write, speak and understand the English language? *(If another person filled out this form, please provide their name, address and the reason in the space provided below.)*

☐ Yes ☐ No
5. Have you ever been convicted or pled guilty to theft or any felony offense?

☐ Yes ☐ No
6. Do you have a physical or mental disability that would interfere with or prevent you from serving as a juror? (If “Yes” please explain.)

☐ Yes ☐ No
7. Are you 65 years of age or older?

☐ Yes ☐ No
8. If you answered yes to Question #7, do you wish to be excused from jury duty?

☐ Yes ☐ No

Name:_____

Address:_____

City/State/Zip:_____

Home Phone:_____

Date of Birth:_____

Employer:_____

Occupation:_____

Work Phone:_____

Spouse’s Occupation:_____

FOLD

FOLD

NOTE: WE RELY ON THIS FORM TO GATHER ENOUGH JURORS. IF YOU DO NOT HAVE A VALID EXCUSE OR REQUEST A DEFERMENT, YOU ARE APPROVED AS A JUROR AND WILL SERVE ON THE ABOVE DATE.

REQUEST TO BE EXCUSED/POSTPONED

Please use the space provided below to state your reason to be deferred or excused from jury service. If you operate a sole proprietorship or you are **self-employed**, you are exempt from jury duty. Please write below if you are self-employed. You must complete this section and return this form within ten (10) days. **Requests to be excused or have jury service postponed will not be considered by phone.** You must also include a letter from your doctor if you are requesting to be excused for medical reasons. If you are at least 65 years of age, a letter from your doctor is not required. **If you do not receive further notice, your request has been granted.**

If you need to be deferred, please list two (2) separate weeks in which you could serve. If your request is granted, you will receive confirmation and instructions by mail.
